

# Job Description

## House Pastoral Leader (Non-Teaching)



<b>Grade:</b>	Scale 5 (SCP 12-17 £22,183 - £24,491)
<b>Working weeks per year:</b>	39 weeks term time 8am to 4pm Monday to Thursday/3.30pm Friday
<b>Annual Leave:</b>	During school holidays
<b>Responsible to:</b>	Deputy Head Teacher

### **General Scope of the post**

Responsible for assisting in the day to day aspects of the pastoral system across the Academy. The post holder will support their house across Key Stage 3 & 4.

### **Key Tasks and Statement of Duties**

- To liaise on a daily basis with the Head of House (HOH), Deputy Head of House (DHOH), Deputy Head Teacher and attendance/safeguarding team regarding student welfare.
- To assist Head of House/Deputy Head of House and support tutors with the general attendance of students including follow up of unauthorised absences with parents to improve attendance and punctuality. Meet regularly with Attendance Officer and Deputy Designated Safeguarding Lead and feedback to HOH. Organise work for absent students, including exclusions.
- To report on pupils in need/under safeguarding to the safeguarding team.
- To support students in relation to welfare and discipline issues which impinge on learning and signpost to further support as appropriate (internal/external).
- To liaise, meet and communicate with parents/carers and external agencies (Police, Local Authority, case conferences etc.) e.g. meetings, production of letters, telephone calls.
- To gather information relating to behaviour incidents and coordination of appropriate sanctions keeping parents informed, ensuring all relevant information relating to incidents of behaviour and coordination of sanctions is recorded on SIMS.
- To extract data from the MIS system and Go4Schools and compile reports as required for HOH and SLT.
- Responsibility for administration regarding to midterm admissions relating to the relevant House cohort.
- To be responsible for organising detentions/sanctions and rewards including notification to parents.

- To monitor their house office including effective and efficient filing of pupil data.
- To encourage positive attitudes around the Academy, particularly in relation to behaviour, learning, appearance and uniform.
- To supervise students isolated from lessons and ensure they have sufficient work.
- To undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.
- To undertake pastoral interventions as part of the Academy Behaviour Strategy.

**1. MANAGEMENT/SUPERVISION**

No supervision

**2. CREATIVITY AND INNOVATION**

Post holder must understand and utilise a range of strategies to deal with individual behavioural needs. Creativity and innovation is a feature of the job exercised within a general framework of recognised procedures according to policy. Innovation may be used for example in identifying more effective ways in providing management information.

**3. CONTACT AND RELATIONSHIPS**

A range of contacts which are variable in nature and not always straightforward. Daily contact with HOH, DHOH, parents, students, Senior Team and other employees of the Academy.

Regular contact with Head Teacher, Deputy Head and outside agencies i.e. Police, Education Welfare Officer, LA, parents and families of students.

**4. DECISIONS**

**Discretion**

The post holder must act in accordance with Academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. Decisions will be made and judgement exercised within these guidelines from a range of established alternatives in consultation with HOH and SLT.

**Consequences**

Impact would be quickly and easily identified and rectified however some actions could have a longer term and more significant impact on the Academy internally and externally.

**5. RESOURCES**

Office equipment e.g. computer.

Accurate handling and security of small items of value and cash i.e. confiscated items, photograph money etc.

## **6. WORK ENVIRONMENT**

### **Work Demands**

Tasks may be interchanged and interrupted but not involving any significant change to the overall programme.

### **Physical Demands**

Academy based, physical effort required such as walking around the Academy collecting and delivering students to rooms as required.

## **7. KNOWLEDGE AND SKILLS**

- GCSE or equivalent in 3-5 subjects.
- Excellent communication and interpersonal skills.
- Previous experience of similar duties would be an advantage.
- ICT skills required.
- Previous experience of using MIS systems

## **8. GENERAL**

### **Equal Opportunities**

The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

### **Health and Safety**

The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.